

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
HUMAN RESOURCES DEPARTMENT

JOB CLASSIFICATION: STAFF SERVICES MANAGER III (HUMAN RESOURCES DIRECTOR)
--

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under the general direction of the Hospital Administrator, the Staff Services Manager III (Human Resources Director) is responsible for the overall management of the Human Resources Department. This includes Health & Safety, Training, Labor Relations, Disciplinary Actions, Payroll & Benefits, Classification & Pay, Employment, Return to Work, and the Employee Assistance Program.

- | | |
|------|---|
| 50 % | Ensures departmental compliance with applicable federal, state and local laws and regulations pertaining to human resources issues. Interfaces with managers, supervisors and staff to assure appropriate services are provided throughout the hospital. Continually identifies and implements workflow improvements through subordinate supervisors by ensuring on-going training and professional development. Develops and recommends policies, procedures and training affecting the delivery of human resources services throughout the hospital. Chair the Human Resources Process Management Team; provide oversight of related performance improvement activities; and recommends corrective actions to the Quality Council. |
| 30% | Review and evaluate staff performance and recommend appropriate action. Assist in the recruitment and selection of human resources staff directly supervised. Provide consultation to Managers and Supervisors on complex and sensitive human resources issues. Assures departmental operations conform to Equal Employment Opportunity and Department of Fair Housing Guidelines. |
| 20 % | Represent the hospital at State Personnel Hearings on employment related matters. Consult with legal staff on complex cases. Provide assistance and consultation to CalHR, Attorney General's Office, District Attorney's Office and other agencies regarding employment matters. Participate in statewide committees and workgroups as assigned by the Hospital Administrator. Promote and maintain positive working relationships with other hospital departments to further the hospital's mission. |

2. SUPERVISION RECEIVED

Hospital Administrator

3. SUPERVISION EXERCISED

1.0 Staff Services Manager II, Supervisor; 1.0 Staff Services Manager I (Health&Safety); 1.0 Staff Services Manager I (Performance Mgr); 1.0 Training Officer I; 1.0 Staff Services Analyst (EAP Coordinator)

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level. Department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; and develop and effectively utilize all available resources; effectively contribute to the department's affirmative action objectives.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Provides consultation and technical advice on the most complex human resource issues.
- Leadership of the Human Resources Process Management Team in meeting standards of Joint Commission on Accreditation of Hospitals Organization (JCAHO).

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Knowledge and interpretation of relevant laws and rules pertaining to human resources.
- Review all hospital policies and procedures, through Policy Management participation, to ensure compliance with human resources policies, practice and procedures.

6. LICENSE OR CERTIFICATION – N/A

7. TRAINING – Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date